Japanese Automation System on Web

User's Guide

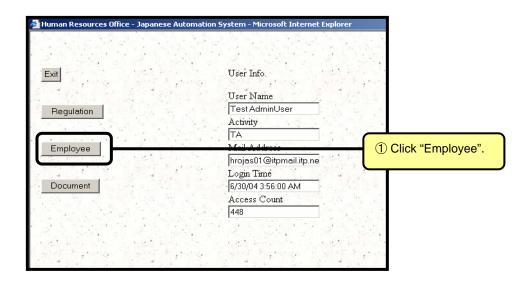## Table of Content

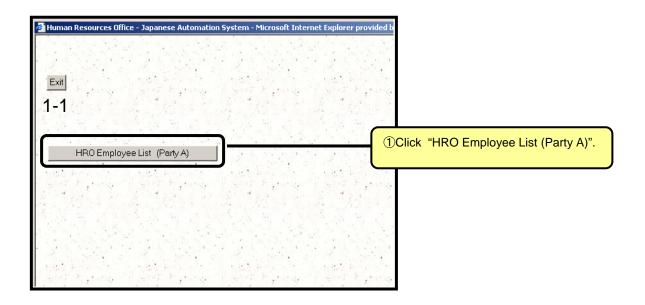# 1. Employee Data

When you enter the "Employee" Menu, you will be able to access to the page that administer employee data. By processing PAR/ONPA, Employee Data will be updated, and you will be able to use data for the following.

- New Employee Registration
- Search Employee Data
- Correct Employee Data
- Review History of Personnel Actions
- Name Change

① Click "Employee".

①Click "HRO Employee List (Party A)".

New Employee Registration:

Before preparing appointment PAR / ONPA, you must first register selectee's basic information as Employee Data, such as name, sex, and date of birth.

1. Go to the Registration Screen and Enter Employee Data:

【From Main Menu: "Employee" → Click "New Employee Registration" 】

> ① Click "New Employee Registration".

> ② Enter only the Last and First Name, Sex and Date of Birth.

> ③ When you click "Name Set", "Update" button will show up. Click "Update" if everything is OK.

> The name will automatically be change to Capital Letters even if you enter them in lowercase form. Date of birth must be entered by mm/dd/yyyy format and you must enter slash (/). An error message will be displayed for incorrect entry.

2. Register an Employee:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Last Name : YOKOSUKA	First Name : TARO	Middle Name :
Sex : Male	Date of Birth : 01/01/1980	Emp No. :
Category :	Type Of Employee :	

Act1 : |
Act2 : |
Act3 : |
Act4 : |
Act5 : |
Actkey : | PdNo :
FS :   UU :   CE :
Job No :   Job Title :
Category :   Bwt :   Grade :   Lad :
Step :   Basic Wage :   LAD Allowance :
Work Place :   Competitive Area :   Competitive Level :
Period of Employee :   Trial Period :   Schedule Coltrol No. :   Hours/Week :
Starting Time :   Ending Time :   Recces From :   Recces To :
Designate Non_Work Day and Rest Day :   Work Day From :   Work Day To :
Intermittent :   ⊙ Yes ⊙ No
Duty of outside schedule worlweek hours :   ⊙ Yes ⊙ No

Update   Back

① Click "Update" when all is entered correctly.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

The Employee Registration Succeeded.

Please Click OK Button.

OK

② Registration is completed. Click "OK".

3

1-2 Search Employee Data:

【From Main Menu: Main Menu → Click Employee】

① You can find an employee by entering on or combination of the following:

* Employee No. (Unique)
* Employee No.（Current）
* Last Name
* First Name

② Click "Find" after entering a key word.

By clicking "Find" without any entry, you will be able to see all employees' data under your authorization.

Search result will list 10 employees per page.

Click this button to move to the next pate.

4

From below list, you will be able to update Employee's current Data, make changes to the name, and view history of personnel actions.

You fill be able to see the history of actions from "View" field.

You can make changes to the name from "Name" field.

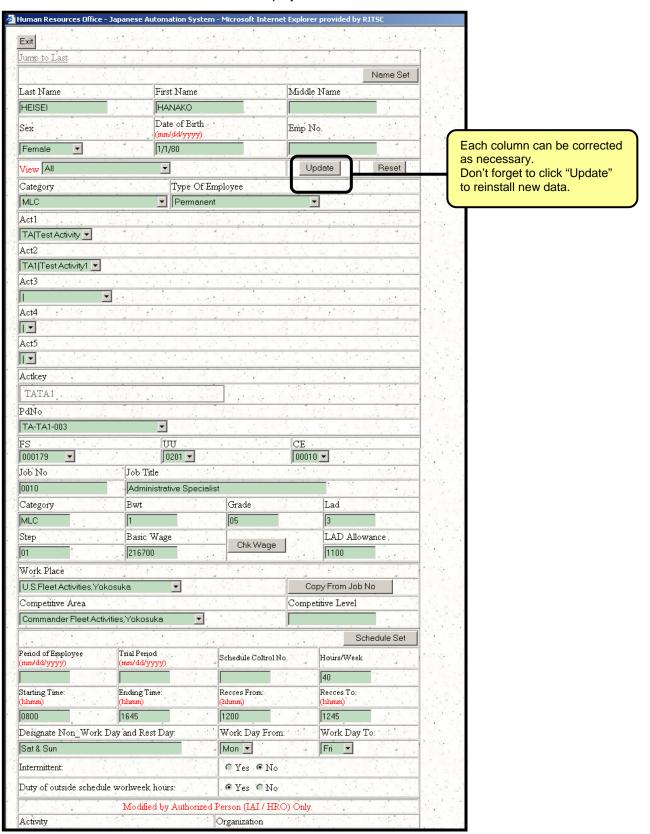You can view and update employee data from "Current" filed.

When you can't find employee data:

DON'T RE-REGISTER!! Contact HRO!!!

If there is err in Activity's database, you may not be able to view employee data.

1-3 Review/Correct Employee Data:

【From Main Menu: Main Menu → Click "Employee"】

Each column can be corrected as necessary.
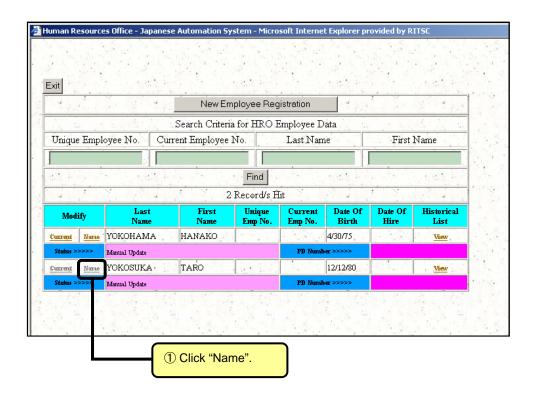Don't forget to click "Update" to reinstall new data.

6

1-4 Name Change:

HRO will change employee's name upon receipt of a document requesting "Name Change".   Please also contact us if there is a mistake in employee's name.

【From Main Menu: "Employee" → Search Employee → Click "Name".】

① Click "Name".

② Enter new name.

③ Click "Update".

2. PAR / ONPA

2-1 Create PAR / ONPA

1. Open PAR / ONPA Creation Screen:

【To enter this screen from Main Menu: Main Menu → Document → PAR Menu → New】

① Click the "Document".

② Click the "PAR Menu".

③ Click "New".

2. Select an Employee:

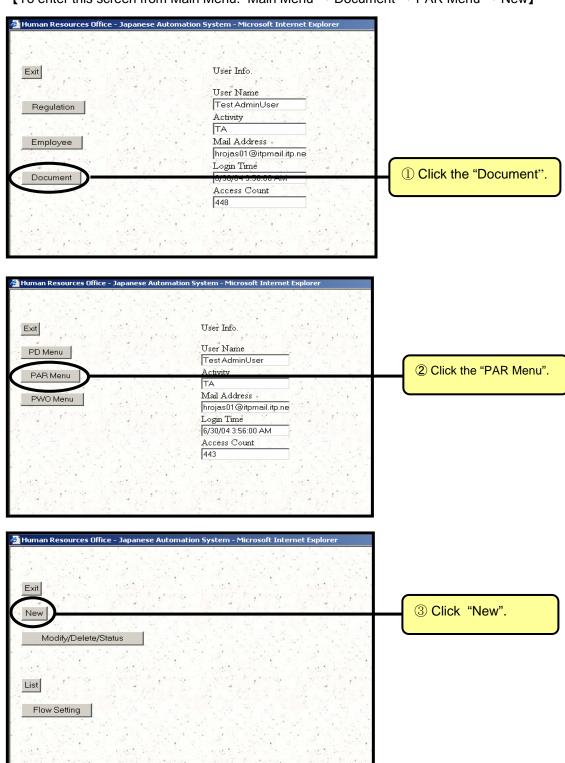You must select an employee first before creating/processing PAR / ONP. You must refer to section "5-4, How to register a new employee" in this desk guide to register those newly hired employees not having their data in JAS.

> Note for Mass Action:
> First select an employee, although you are processing a single PAR/ONPA that covers multiple employees.

① You can find an employee by entering either one or a combination of the following:

・Employee number（Unique）
・Employee number (Current)
・Last Name
・First Name

②Click "Find" .

③ When you click the employee's name, you'll be taken to the next screen.

3. Determining Request Number:

A PAR / ONPA request number is automatically assigned when selecting an organizational location.
You will not be able to assign numbers to those non-registered or non-authorized organizational codes.
PAR/ONPA request numbers will be renewed every FY.

4. Enter Effective Date and Nature of Action:

PAR / ONPA screens are divided by each column.
First screen is for Effective Date and Nature of Action Column.

① Enter Effective Date.

Effective Date can be left blank or changed at a later date.

② Select appropriate NOA from the pull down list.

③ Click "Add NOA" and click "Set NOA" if appropriate. If you want to correct the entry, click "Reset NOA".

④ Click Employee's name.

⑤ Click "Update".

TIPS

To enter multiple NOAs, repeat ② and click "Add" "Set" again.

❗ IMPORTANT ❗

● YOU MUST CLICK AN EMPLOYEE'S NAME in the first column before update. You will receive an error message stating "Please Click Employee List" if you don't. Click employee's name and Update when error message appears.

● Before leaving each column, you always need to click "Update" and make sure that the data is updated. Otherwise, you will be repeating entries.

5. To Move to the Next Column:

There are two ways to move to next column. You can move one by one, or move directly to the column you need to go.

A. To move one by one:

You can move to next column by clicking "<<<" and ">>>".

B. To move directly to the column you need to go:

Click " ▼" to pull down menu.

Select the column you need to go and click.

6. Select Types of Employment:

Select Type of employment from the list.

⑤ Click "Update".

7. To Review Updated Information:

Updated data entered by clicking the "Update" button is shown at the bottom of the screen. When there is a difference in the data saved in the "From" and the filed of "To" column, such fields will be highlighted so that you will be able to make sure that new data is added.

① The updated column will be highlighted when there is a difference between "From" and "To".

8. Enter PD Number, Job Title, Job Number, Grade and LAD:

JAS will automatically update Job Title, Grade, LAD by selecting a PD number. Also, when PAR/OMPA is authorized, a PD will automatically connect to the Employee Data. You can also enter each column manually, but if a PD is not registered, it will not be connected to the Employee Data.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION
Initiation
PAR Input Page

REQUEST NUMBER

TA-TA1-032-2005   [MassAction]

REQUESTED EFFECTIVE DATE   DATE OF REQUEST

[   ]   [11/29/04]

Nature of Action Requested   [Add NOA] [Set NOA] [Reset NOA]

⊙ MLC   ○ IHA

[Appointment   ▼]

[Appointment]   [NAME] | [DOB] | [EMPLOYEE NO]
                         YOKOSUKA, TARO - Mr. | 12/12/80 |

Update Bound [To ▼] Column

Jump to [Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD] ▼]

[<<<]   [Update]   [>>>]

8. JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD

PD Number   [TA-TA1-003   ▼]

Job No	Job Title
0010	Administrative Specialist

Category	BWT	Grade	LAD
MLC	1	05	3

Step	Extend	Basic Wage		LAD Allowance
	○ No		[Chk Wage]	
[ ]	○ Yes	[ ]		[ ]

Item	From	To
PdNo		
Category		

② Job number, title and grade are automatically entered.

16

9. Enter Step and Wage:

Wage will automatically be posted by entering a step. However, the program JAS does not calculate wages for promotion, change to lower grade, or extended step. Please refer to the Wage Table for such cases.

① Enter the step. Must be two digits.

② Click "Chk Wage" .

③ Wage will show.

TIPS

Step can be entered manually or left blank. You must calculate the appropriate wage and enter it manually for "Detail" actions or placing between steps (i.e, 04/05) such as "Change to a lower grade for operational requirement" actions.
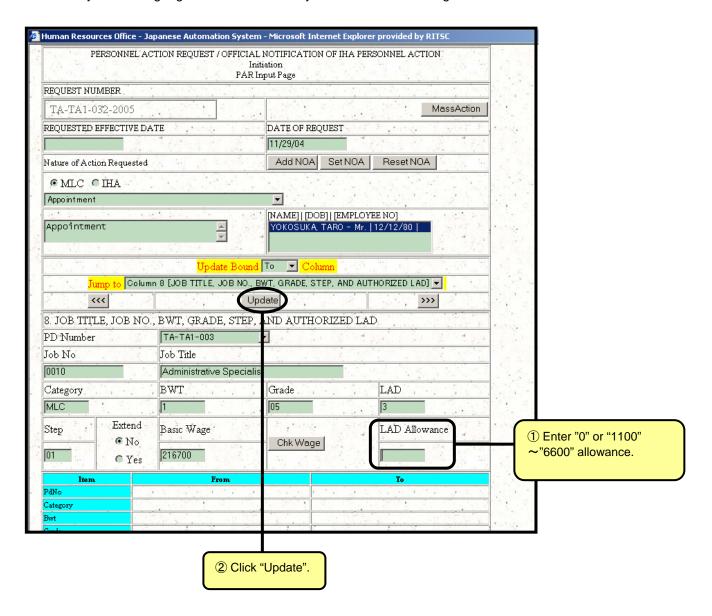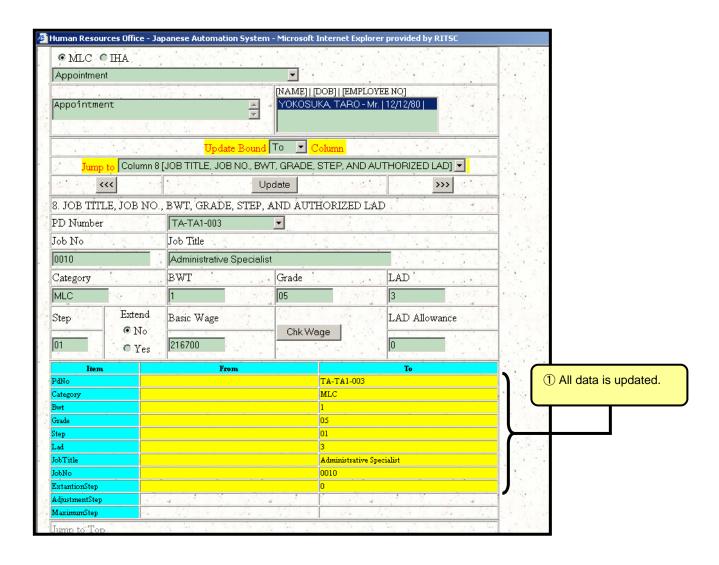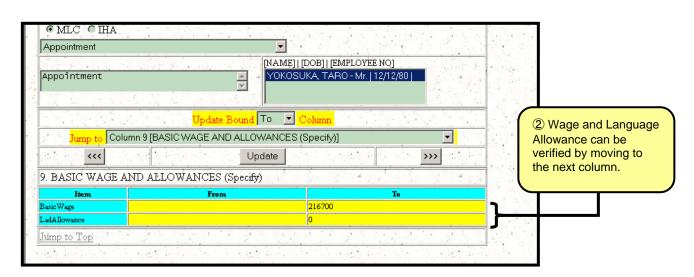
10. Enter Language Allowance:

You may enter Language Allowance manually. Enter "0" or a four digits number.

① Enter "0" or "1100" ～"6600" allowance.

② Click "Update".

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

⦿ MLC ○ IHA

Appointment

| Appointment | [NAME] | [DOB] | [EMPLOYEE NO] |
| | YOKOSUKA, TARO - Mr. | 12/12/80 | |

Update Bound [To ▾] Column

Jump to [Column 8 [JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD] ▾]

| <<< | Update | >>> |

8. JOB TITLE, JOB NO., BWT, GRADE, STEP, AND AUTHORIZED LAD

| PD Number | TA-TA1-003 ▾ |

| Job No | Job Title |
| 0010 | Administrative Specialist |

| Category | BWT | Grade | LAD |
| MLC | 1 | 05 | 3 |

| Step | Extend | Basic Wage | | LAD Allowance |
| 01 | ⦿ No ○ Yes | 216700 | Chk Wage | 0 |

Item	From	To
PdNo		TA-TA1-003
Category		MLC
Bwt		1
Grade		05
Step		01
Lad		3
JobTitle		Administrative Specialist
JobNo		0010
ExtantionStep		0
AdjustmentStep		
MaximumStep		

Jump to Top

① All data is updated.

⦿ MLC ○ IHA

Appointment

| Appointment | [NAME] | [DOB] | [EMPLOYEE NO] |
| | YOKOSUKA, TARO - Mr. | 12/12/80 | |

Update Bound [To ▾] Column

Jump to [Column 9 [BASIC WAGE AND ALLOWANCES (Specify)] ▾]

| <<< | Update | >>> |

9. BASIC WAGE AND ALLOWANCES (Specify)

Item	From	To
BasicWage		216700
LadAllowance		0

Jump to Top

② Wage and Language Allowance can be verified by moving to the next column.

11. Enter Working Hours:

Update Bound [To ▼] Column

Jump to [Column 13 [WORK CONDITIONS AND SCHEDULE] ▼]

[<<<] [Update] [>>>]

13. WORK CONDITIONS AND SCHEDULE [Reset]

Period of Employment (mm/dd/yyyy)	Trial Period (mm/dd/yyyy)	Schedule Control No.	Hours/Week
			40

Starting Time: (hhmm)	Ending Time: (hhmm)	Recess From: (hhmm)	Recess To: (hhmm)
0800	1645	1200	1245

Designate Non_Work Day and Rest Day:	Work Day From:	Work Day To:
Sat & Sun	Mon ▼	Fri ▼

Intermittent: ○ Yes ● No

Duty of outside schedule workweek hours: ● Yes ○ No

Item	From	To
PeriodOfEmp		
TrialPeriiod		
ScheduleCtlNo		
HoursWeek		40
StartingTime		0800
EndingTime		1645
ReccesFrom		1200
ReccesTo		1245
Drd		Sat & Sun
WorkDayFrom		Mon
WorkDayTo		Fri
IntermittentY	False	False
IntermittentN	False	True
Ot	False	True

Jump to Top
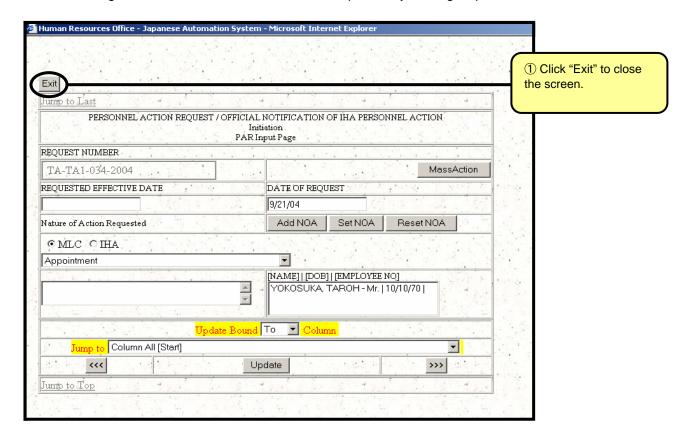
① Enter working hours and schedule.

② Click "Update" at the bottom of the screen.

20

12. Clsoe PAR / ONPA Screen:

To close the PAR/ONPA screen after creating it, you need to click "Exit".
Before closing the screen, make sure that all data is updated by clicking "Update".

① Click "Exit" to close the screen.

3. Flow:

3-1 Flow:

PAR/ONPA is flowed to the next person by using e-mail, but you are not attaching the data to the e-mail. The e-mail only shows the hyperlink address that stored PAR/ONPA data, and by clicking it, next person will be able to open the data directly.

Basic PAR/ONPA flow is listed below. However, each activity can customize their own flow by adding or deleting below steps.

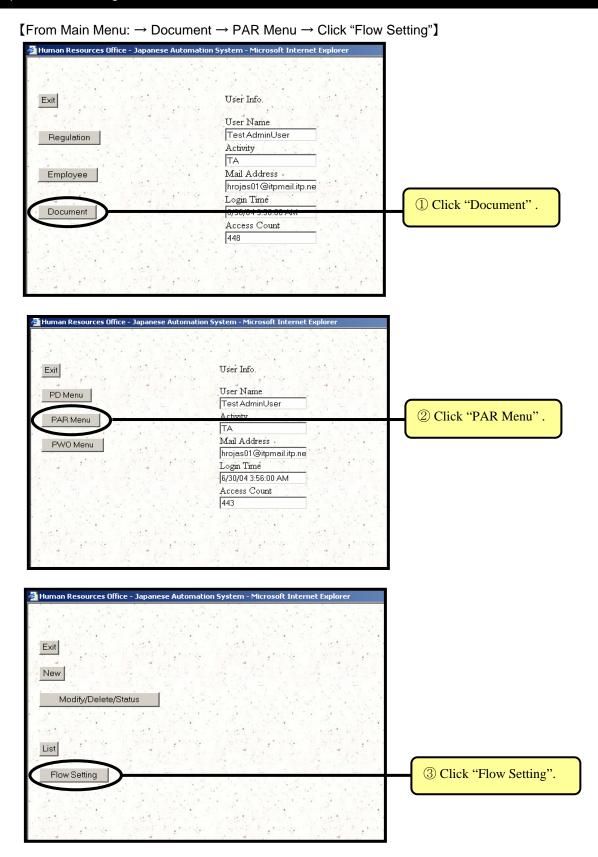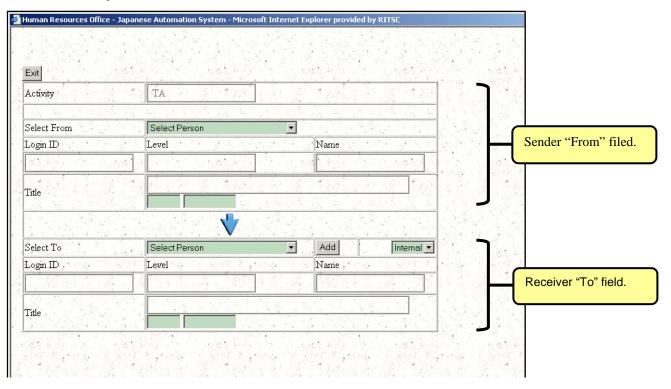|	
【Initiator 】	Can create, correct, cancel, delete and print PAR/ONPA.
↓	
【Requester】	Can review, print, approve and disapprove PAR / ONPA. Can't create, correct or delete PAR / ONPA.
↓	
【Certifier】	Can review, print, approve and disapprove PAR / ONPA. Can't create, correct or delete PAR / ONPA.
↓	
【HRO】	Can correct, cancel and print PAR / ONPA> Can't delete PAR / ONPA.
↓	
【COR】	Can review, print, approve and disapprove PAR / ONPA. Can't delete PAR / ONPA.

Only the initiate or HOR can correct PAR/ONPA. When a requester or a certifier finds mistake, PAR/ONPA must be returned to the initiator to make correction.
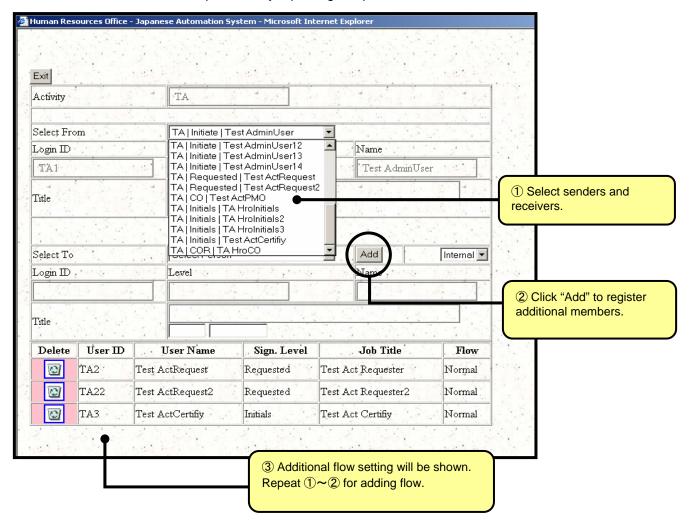
3-2 Flow Setting:

1. Open Flow Setting Screen:

【From Main Menu: → Document → PAR Menu → Click "Flow Setting"】

① Click "Document" .

② Click "PAR Menu" .

③ Click "Flow Setting".

▼Flow Setting Screen:

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer provided by RITSC

Exit

Activity	TA

Select From	Select Person
Login ID	Level	Name

Title

Sender "From" filed.

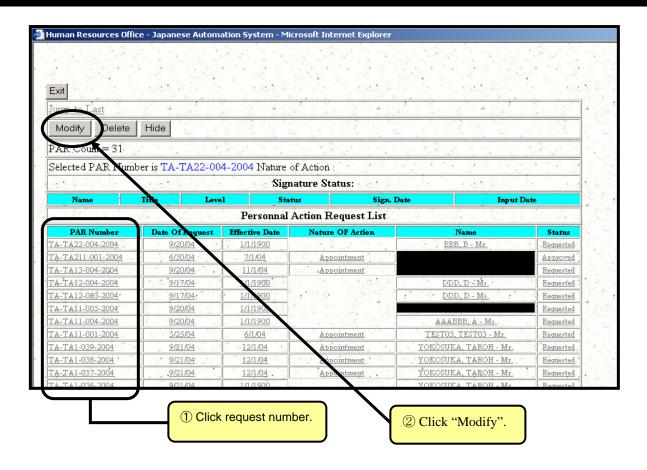| Select To	Select Person	Add	Internal
Login ID	Level	Name

Title

Receiver "To" field.

2. Flow Setting:
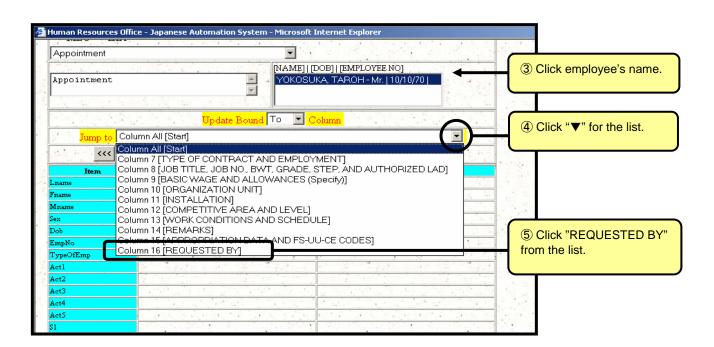
From the registered users, select sender "From" and receiver "To".
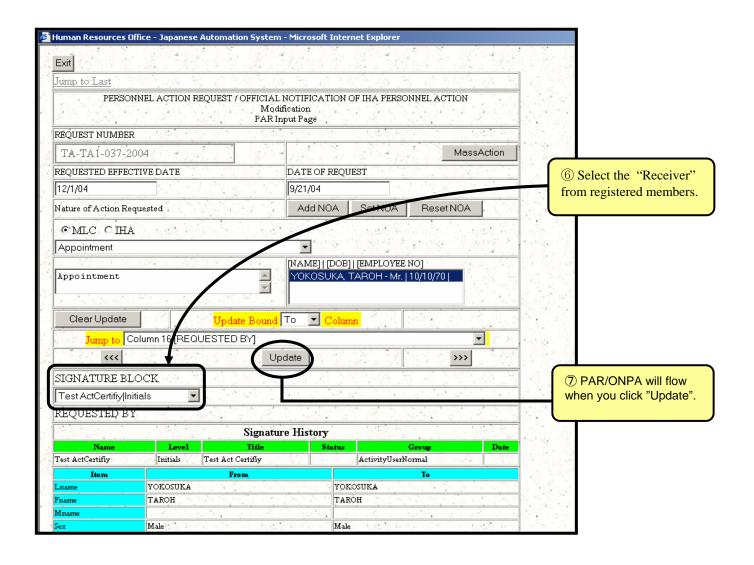You will be able to have multiple flows by repeating this process.
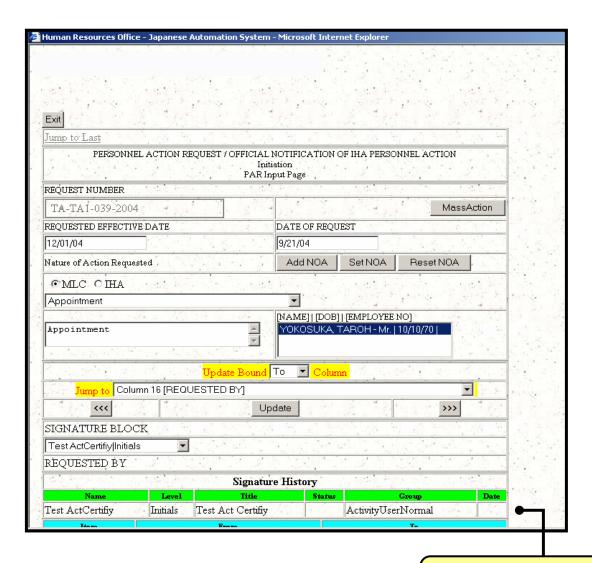

① Select senders and receivers.

② Click "Add" to register additional members.

③ Additional flow setting will be shown.
Repeat ①～② for adding flow.

25

3-3 Flow PAR / ONPA:

1. Flow PAR / ONPA:

① Click request number.

② Click "Modify".

③ Click employee's name.

④ Click "▼" for the list.

⑤ Click "REQUESTED BY" from the list.

Human Resources Office - Japanese Automation System - Microsoft Internet Explorer

Exit

Jump to Last

PERSONNEL ACTION REQUEST / OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION
Modification
PAR Input Page

REQUEST NUMBER

TA-TA1-037-2004

MassAction

REQUESTED EFFECTIVE DATE   DATE OF REQUEST

12/1/04   9/21/04

Nature of Action Requested   Add NOA   Set NOA   Reset NOA

⊙ MLC ○ IHA

Appointment

Appointment

[NAME] | [DOB] | [EMPLOYEE NO]
YOKOSUKA, TAROH - Mr. | 10/10/70 |

Clear Update   Update Bound To ▼ Column

Jump to Column 16 [REQUESTED BY]

<<<   Update   >>>

SIGNATURE BLOCK
Test ActCertifiy|Initials ▼

REQUESTED BY

Signature History

Name	Level	Title	Status	Group	Date
Test ActCertifiy	Initials	Test Act Certifiy		ActivityUserNormal	

Item	From	To
Lname	YOKOSUKA	YOKOSUKA
Fname	TAROH	TAROH
Mname		
Sex	Male	Male

⑥ Select the "Receiver" from registered members.

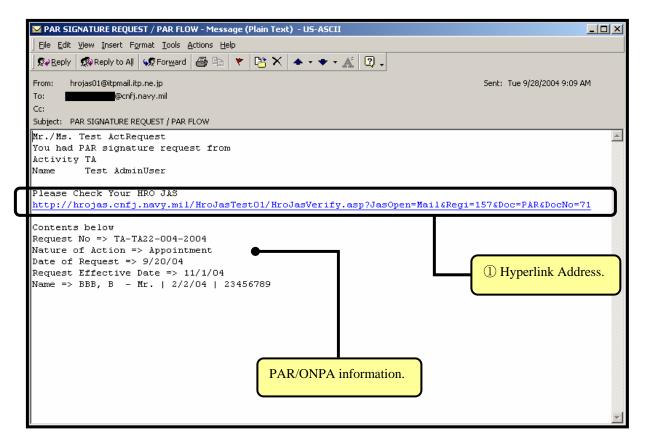⑦ PAR/ONPA will flow when you click "Update".

> ⑨ Once PAR / ONPA is released, you no longer able to make correction. You will only view the status of signatures.

> We are currently working on to install "Recall Function".
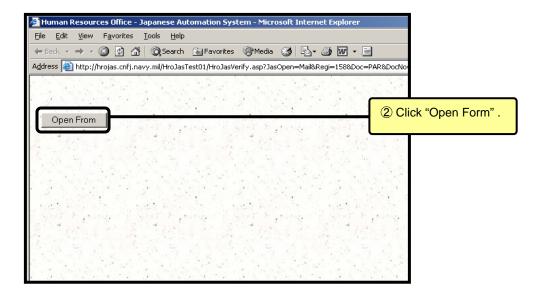
3-4 Receive PAR / ONPA:

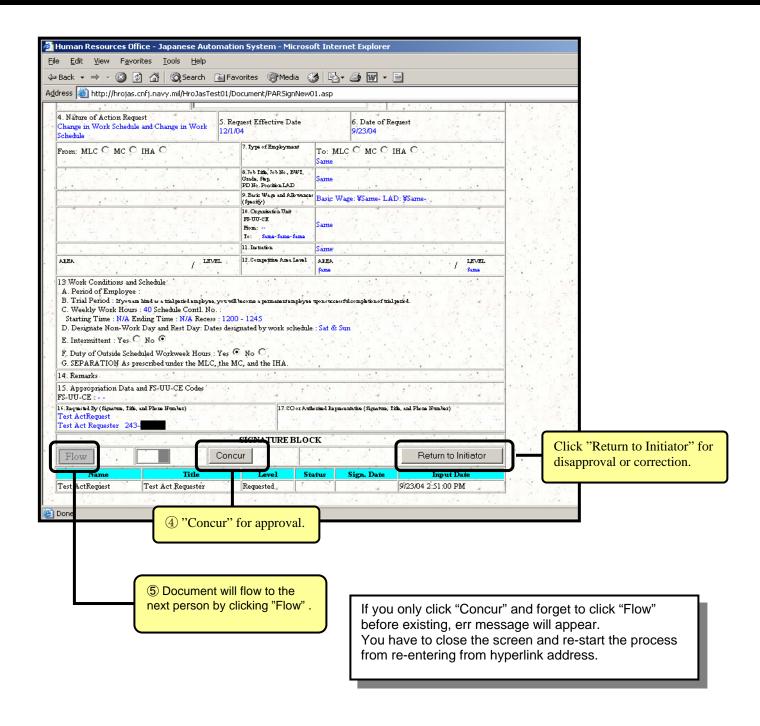### 1. Receive PAR Signature Request:

Once a PAR / ONPA is processed to the next person (Flow), he/she will receive an e-mail. Mail will have hyperlink address and the receiver can open PAR/ONPA.
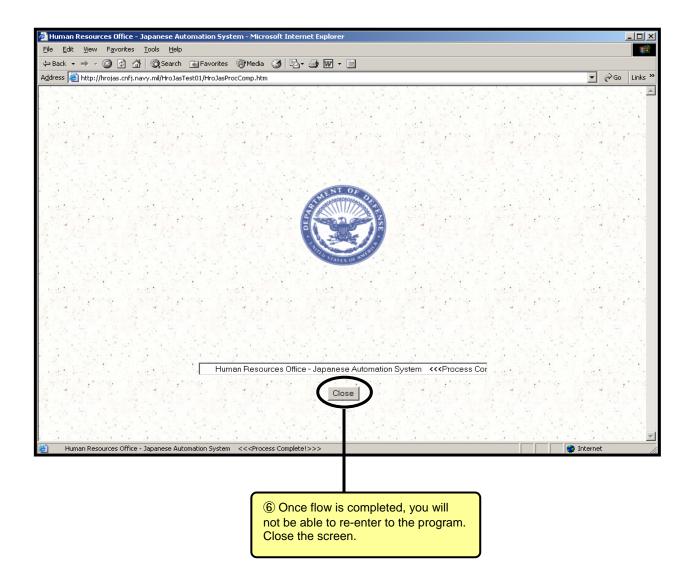

① Hyperlink Address.

PAR/ONPA information.

2. Open PAR / ONPA:

② Click "Open Form" .

3. Approve PAR / ONPA:

Click "Return to Initiator" for disapproval or correction.

④ "Concur" for approval.

⑤ Document will flow to the next person by clicking "Flow" .

If you only click "Concur" and forget to click "Flow" before existing, err message will appear.
You have to close the screen and re-start the process from re-entering from hyperlink address.

⑥ Once flow is completed, you will not be able to re-enter to the program. Close the screen.

4. Printing

4-1 Print Set Up.

1. Set Up Excel for Printing Service:

WEB JAS uses Excel to print out PAR/ONPA. Please follow the process below to set up Excel.

Note) In some IT environments, only the System Administrators are permitted to perform the setting listed.
    Please contact your IT specialist for setting Excel.

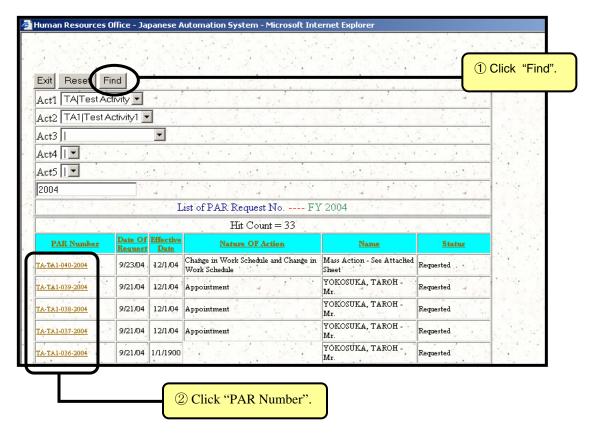a. Right-click **start menu** to open **Explorer**.   (for Windows 2000)
b. Select "**Tools**" from the toolbar and click.
c. Click "**Folder Options**".
d. Click "**File Types**" tab.
e. Select "**XLS**" which is the short term used for Excel, and Click.
f. Click "**Advanced**" button.
g. Click to mark "**Confirm open after download**".
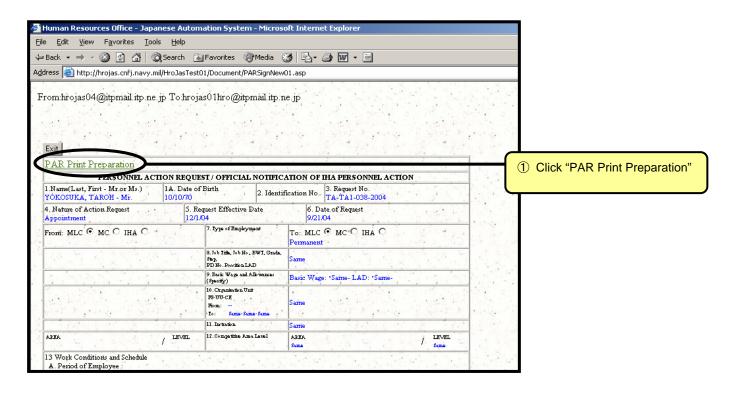h. Exit after clicking "**OK**".
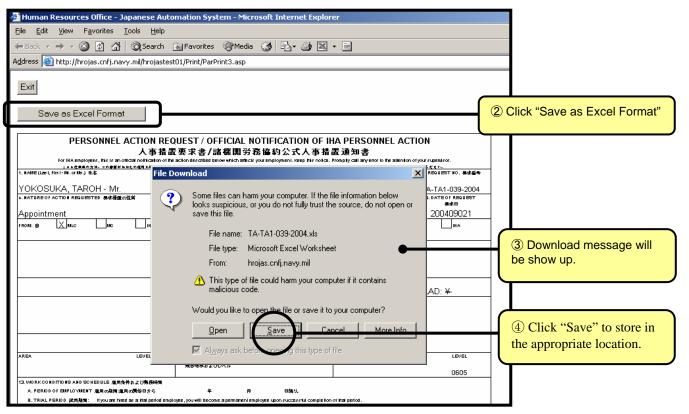

4-2 Printing

1. Open PAR / ONPA:

Entering from main menu:
Document - PAR Menu – List – Find – Search PAR/ONPA - Click PAR menu

2. Save PAR / ONPA in Excel:

① Click "PAR Print Preparation"

② Click "Save as Excel Format"

③ Download message will be show up.

④ Click "Save" to store in the appropriate location.

3. Print PAR / ONPA:

Note) PAR/ONPA Form is being set at maximum margin to have enough space for entries.
When printing, click "**Print Preview**" on the "File menu" to see how the sheet will look.

① Open the file you want to print out and click "Print".